

The Kentucky State Board for Proprietary Education
March 23, 2007

A regular meeting of the Kentucky State Board for Proprietary Education was conducted March 23, 2007 at the Division of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky.

Members Present

Dr. Steve Coppock, Chairman
Ms. Alison Cuentas
Dr. Steven Meade
Ms. Jan Gordon
Ms. Lisa Bozarth
Mr. Chris St. John

Occupations and Professions

Gena S. Vance, Board Administrator
Claude Wagner, Executive Director
Wendy Satterly, Division of Occupations
and Professions

Members Absent

Mr. Mark Gabis
Mr. Stephen Ellison
Mr. Jason Rainey

Others Present

Diane Fleming, Board Counsel/
Assistant Attorney General

Guests

Barry Henson, United Truck Driving Academy
Randall Wells, Daymar College
Robin Smith, CDL Training Services & Consulting
John Duff, Delta Career Academy

Dr. Coppock called the meeting to order at 1:02 p.m. and introductions were made.

Ms. Gordon made a motion to approve the minutes from the February 23, 2007 meeting second by Ms. Bozarth. The motion carried.

Ms. Gordon made a motion to approve the financial statement July 1, 2006-February 28, 2007 second by Ms. Cuentas. The motion carried.

Executive Director Report

Mr. Wagner reviewed the record retention schedule with the board. Mr. St. John made a motion to approve the record retention schedule second by Ms. Bozarth. The motion carried.

Mr. Wagner discussed Ms. Vance received a CD from the US Department of Education with unofficial transcripts for Decker College students and she has received numerous telephone calls and e-mails from students requesting copies of their transcripts.

Mr. Wagner informed the board the imaging system is in place and staff has been trained. He also discussed the Virtual Filing Cabinet (handout) and security with the members.

Mr. Wagner also discussed renewal applications and critical documents with the board. The critical documents to be scanned will be identified by the board administrator.

Board Counsel Report

Ms. Fleming reported she sent a letter to the Cincinnati School of Medical Massage February 23, 2007 (as of March 23, 2007, no response has been received.)

Ms. Fleming reported the regulations are almost finalized, the board agreed to meet Thursday, April 26, 2007 10:00 a.m. at the board office to review regulations and forms.

New Schools Committee

Ms. Cuentas made a motion to exempt Human Relations Commission, Hopkinsville, KY from licensure second by Dr. Meade. The motion carried.

Ms. Cuentas made a motion to deny licensure for USA Truck Driving Academy, Georgetown, KY the application was complete; however the owner was issued a letter July 21, 2005 issuing a lifetime ban prohibiting issuance of a certificate of approval to operate a proprietary school in the Commonwealth of Kentucky, a denial letter will be send informing the applicant of his/her right to appeal second by Mr. St. John. The motion carried.

New Programs Committee

Ms. Bozarth made a motion to approve the name change application for Lincoln Technical Institute, Indianapolis, Indiana second by Ms. Gordon. The motion carried.

Ms. Bozarth made a motion to approve the program revision submitted by Southwestern College, Florence, Kentucky for Phlebotomy second by Ms. Gordon. The motion carried.

Ms. Bozarth made a motion to approve the program revision submitted by Southwestern College, Florence, Kentucky for Medical Assistant second by Ms. Cuentas. The motion carried.

Ms. Bozarth made a motion to approve the program revision submitted by Southwestern College, Florence, Kentucky for Medical Coding and Billing second by Ms. Cuentas. The motion carried.

Complaint Review Committee Report

Complaint #2004-180: Mr. St. John made a motion to close this complaint and issue the complainant \$500.00 from the student protection fund second by Dr. Meade. The motion carried.

Commercial Driver License Committee Report

Dr. Coppock made a motion to deny a CDL instructor license for an applicant who applied with a school whose application that was also denied second by Ms. Gordon. The motion carried.

Dr. Coppock made a motion to authorize Ms. Vance to send letters to all CDL schools that procedures for the CDL approved book and information regarding advertising will be sent in the near future second by Ms. Gordon. The motion carried.

The committee received the Class "B" straight book handbook and it will be reviewed at the April 27, 2007 committee meeting.

Dr. Coppock stated the committee needs a special work session to work on CDL regulations.

Additional Business

Ms. Bozarth authorized Ms. Vance to send a second letter to Spectrum Learning Center advising them to send all records for their closed locations to the board office second by Dr. Meade. The motion carried.

Next Meeting

The next meeting is scheduled for April 26, 2007 10:00 a.m. at the board office to work on regulations and forms.

The next regularly scheduled board meeting is scheduled for April 27, 2007 at the board office.

Travel and Per Diem

Ms. Gordon made a motion to approve travel and per diem for members attending today's meeting second by Mr. St. John. The motion carried.

Adjournment

Having no further business to bring before the board, Mr. St. John made a motion to adjourn at 2:05 p.m. second by Ms. Cuentas. The motion carried.

Stephen Coppock, Ed.D.

Approved: Dr. Steve Coppock, Chairman

